



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

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| ANNOUNCEMENT NUMBER: 09-04-089 | OPENING DATE: 09-30-04 | CLOSING DATE: 10-22-04 | OPEN TO ALL APPLICANTS |
| POSITION: Calendar Coordinator JS-945-10 | TYPE OF APPOINTMENT: Career Service | SALARY: \$46,048 - \$59,862 DC Courts non-judicial employees receive federal retirement and benefits. | |
| DIVISION: Family | LOCATION: 500 Indiana Avenue, NW | TOUR OF DUTY: Full-time | |

BRIEF DESCRIPTION OF DUTIES: Incumbent assists the Branch Chief and Branch Supervisor in providing leadership, training and guidance to branch staff. Coordinates the accurate and timely preparation of daily calendars, lock-up lists and Prisoner Transfer Requests. Responsible for the daily accountability of defendants on lock-up and jail lists, ensuring proper processing of all defendants. Annotates jail and lock-up lists with court return date or disposition. Ensures that jackets on newly locked-up defendants are properly prepared. Reviews all jackets returned by courtroom clerks to ensure that all entries and corresponding paperwork are complete and correct. Additionally, reviews all neglect cases for Adoption and Safe Families Act (AFSA) compliance. Gathers and assembles initial statistical data and case-event statistics for use by upper management. Keeps informed on procedures, policies, directives, etc. and conducts orientation and training of staff members when new policies and procedures are instituted. Resolves simple informal complaints of courtroom clerks and bailiffs. Assists courtroom clerks in emergency situations.

MINIMUM QUALIFICATIONS: Six years of clerical experience in a court or other criminal justice or legal environment, dealing with family matters. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of courtroom procedures, rules, case flow processing and documentation required for family case processing and detention and release of defendants.
2. Ability to review and evaluate written documents for completeness and correctness of entries.
3. Ability to generate statistical reports, using a personal computer and software such as Word and Excel.
4. Ability to communicate effectively, orally and in writing, in order to manage operations and staff, solve problems, and provide courteous and effective customer service.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral may be required of the highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.